

ACTION ITEMS FOR MOVING/CLOSING AN OFFICE

There are many details involved in moving or closing an office. Listed below are potential action items and contacts for assistance:

- ☒ ➤ Check off items as completed
- ☐ ➤ Submit an [MRP Form 114](#) (Request For Changes to Space and Field Offices and Lease of Facilities) in accordance with [MRP Directive 1620.1](#). Form can be downloaded from our web site: www.aphis.usda.gov/mrpbs/property_realty.html. Click on Service Provided, Real & Personal Property, Realty, MRP Form-114.
- ☐ * Assign someone on your staff to act as a Move Coordinator to serve as the main point of contact with ASD - Realty. Establish list of emergency contacts during the move.
- ☐ ➤ Make arrangements for the move of equipment, personnel and telecommunications.
- ☐ * Have maintenance agreements amended or canceled with ASD - Purchasing (i.e. computers, copiers, HVAC or special equipment). NOTE: Some service providers require long lead times.
- ☐ * Make arrangements for the moving or termination of telecommunications service with [APHIS](#), [AMS](#) or [GIPSA](#) Telecommunications Contacts. (i.e. calling cards, e-mail ID's, and Telecommunications services such as local carrier, FTS-2001, data circuits, radio circuits, wireless cell phone/pagers) NOTE: Ordering of new phone systems and movement of satellite antennas can require 90 day notification.
- ☐ * Contact the ASD - [Household Move Coordinator](#) for both household goods and office furniture move arrangements.
- ☐ * Cancel or redirect any undelivered purchases or contract items with ASD - Contracting or Purchasing. (i.e. Security Agreements and Maintenance Contracts)
- ☐ ➤ Arrange for disposal of [personal property, motor vehicles](#) and/or Accountable Officer change with ASD - [Property](#).
- ☐ ➤ Change or cancel addresses.
- ☐ * Change or cancel your FEDSTRIP code address with ASD - [Purchasing](#).
- ☐ * If your Billing Office Address Code (BOAC) is to change contact NFC.
- ☐ * Notify Post Office and other program offices where to forward any mail.
- ☐ * Order new letter head stationary and other address required items.
- ☐ * Change address for any employee having salary statements, salary checks or bonds with office address delivery. Contact [Human Resources](#) for appropriate forms.
- ☐ ➤ Vacating Space
- ☐ * Cancel utilities, including all telecommunications as listed above.
- ☐ * Schedule "Walk Thru" with GSA/Landlord noting discrepancies and complete a [Space Condition Report](#), and mail original to the ASD Realty.
- ☐ * Turn in all office keys and access/parking cards.

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